

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: GIS ANALYST
CLASS CODE: 3056

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 9/23/2014 (REVISED 7/2/2002 VERSION)
DEPARTMENT: INFORMATION SYSTEMS

JOB SUMMARY

Under general supervision of the GIS Manager, independently completes mapping projects and generates complex data to be stored in the County's geographic information system (GIS) on at least a function-wide basis. Additionally performs data quality/assurance activities.

ESSENTIAL FUNCTIONS

- ◆ Acts as the Department's expert in mapping and data generation activities.
- ◆ Leads other employees performing mapping and data generation activities.
- ◆ Prepares conference reports and makes technical presentations.
- ◆ Designs and produces maps and other graphic products using GIS, CAD and other programs.
- ◆ Prepares confidential information used by the County including use in civil and criminal litigation.
- ◆ Develops mapping tools in AML and Visual Basic for Applications to produce maps and analyze geographic data.
- ◆ Creates and maintains geographic data sets that may either be mapping quality or survey quality that include entry, retrieval and evaluation of data usability.
- ◆ Captures data in the field using global positioning system equipment, "heads-up" digitizing in the office, and other means.
- ◆ Performs technical review of geographic data to determine accuracy and usability.
- ◆ Provides maps and associated information to County departments, the public, and local, state, and federal agencies.
- ◆ Performs analysis of geographic data sets to respond to requests from County departments, the public, and local, state, and federal agencies.
- ◆ Maintains map plotting hardware assigned to the Department.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Windows NT/200, ArcGIS, AML, Access and other related GIS products.

Cartography and surveying techniques.

Project and employee leadership techniques.

Skill in: Advanced reading, writing and math.

Ability to: Maintain cooperative relationships with those contracted in the course of work activities.

Create detailed maps.

Clearly explain technical information.

CLASS TITLE: GIS ANALYST
CLASS CODE: 3056
PAGE 2

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury when conducting field work.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelors Degree in geography, cartography, GIS, or closely related field; and three (3) years work experience utilizing Arc/INFO software or other equivalent mapping products.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.